

**8 NOVEMBER 2000**



**Maintenance**

**18TH OPERATIONS GROUP, 18TH LOGISTICS  
GROUP, AND JOINT GROUP DIRECTIVES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 18 OG/CMAQ  
(CMSgt Anthony T Agullard)

Certified by: 18 OG/CC (Col Douglas R. Cochran)  
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This instruction implements AFD 21-1, *Managing Aerospace Equipment Maintenance*. It establishes the requirement for 18th Operations Group Directives (OGDs), 18th Logistics Group Directives (LGDs), and Joint Group Directives (JGDs). It outlines the procedures for maintenance and administration of these directives. The purpose of these directives is to disseminate significant information and policy to appropriate levels within the group(s) on an as-needed basis. This enables commanders to take action and/or modify local procedures to meet changing mission needs. It applies to 18th Wing and associate units at Kadena AB. This publication does not apply to the Air National Guard or US Air Force Reserve.

**1. Responsibilities:**

1.1. 18 OG/18 LG Quality Assurance (QA) will maintain a master file containing all OGDs, LGDs, and JGDs in effect. They will ensure appropriate distribution of all directives. 18 LG QA will assign numbers to LGDs. 18 OG QA will assign numbers to OGDs. However, the initiating group will be responsible for writing, routing, and publishing the JGD.

1.2. Each element supervisor will maintain only the directives applicable to the work center and ensure all work center personnel read and understand their responsibilities as outlined in those directives. A "Directive Read File" will be established in each work center/section, which will show the date when the directive was briefed, plus name and initials of individuals present.

**2. Procedures:**

2.1. Anyone in either group can propose an item to 18 OG/18 LG QA for consideration to become a directive. Each directive will be prepared in accordance with (IAW) the format in **Attachment 1** and will be signed by the applicable commander(s). All JGDs will be signed by both commanders to become effective. Directives will be sent to the affected squadron maintenance officer (MA) or flight commander under a cover letter (see **Attachment 2**).

- 2.2. Each OGD, LGD, and JGD will reflect a sequentially assigned number by calendar year (e.g., 18 OG 98-00, 18 OG 98-01, and so on).
- 2.3. The contents of the directive binder will include:
  - 2.3.1. An AF Form 3126, **General Purpose**, laid out IAW **Attachment 3**, or a copy of the OGD, LGD, or JGD index listing from the quarterly QA program report to serve as an index of directives applicable to that work center.
  - 2.3.2. A copy of each OGD, LGD, and JGD applicable to that work center.
- 2.4. A list of current OGDs, LGDs, and JGDs will be maintained on file and reviewed annually until updated or rescinded by the 18 OG/LG Quality Assurance. A current index will be published in the QA Program Quarterly Summary.
- 2.5. Receipt of an OGD, LGD, or JGD will be acknowledged by a return endorsement on the cover letter (see **Attachment 2**).

GARY L. NORTH, Brigadier General, USAF  
Commander, 18th Wing

**Attachment 1**

**SAMPLE FORMAT DIRECTIVE PROPOSAL**



**18th Operations Group Directive**

DIRECTIVE NUMBER:

(DATE)

SUBJECT:

APPLICABLE TO:

ACTION:

RATIONALE:

(SIGNATURE BLOCK)  
18 OG/CC and/or 18 LG/CC

**Attachment 2**

**SAMPLE FORMAT ACKNOWLEDGMENT LETTER**

(DATE)

MEMORANDUM FOR 67 FS/MA

FROM: 18 OG/CMAQ

SUBJECT: Directive Item Number

1. Attached is directive number \_\_\_\_\_ for inclusion in your work centers directive book. Please ensure all personnel file, read, and initial in the directive roster prior to going on duty for their next shift.

(SIGNATURE BLOCK)  
Quality Assurance

1st Ind, 67 FS/MA

(DATE)

MEMORANDUM FOR 18 OG/CMAQ

Receipt acknowledged on \_\_\_\_\_. This item has been included in our work center directive book.

(SIGNATURE BLOCK)  
67 FS/MA

